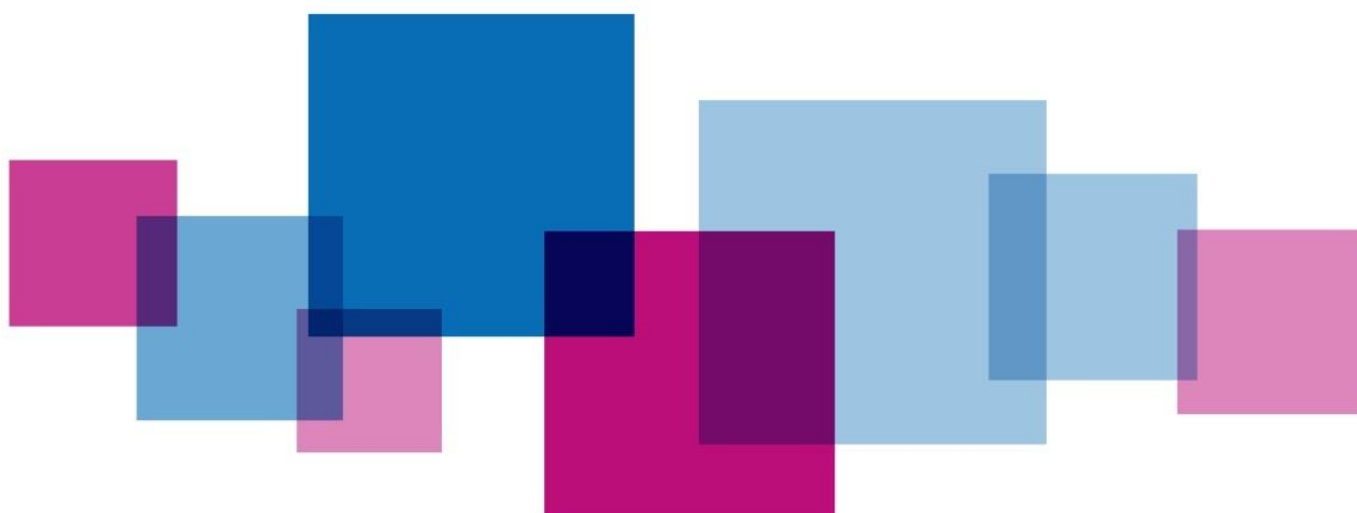


# Travel and Expenses Policy



***Please complete the table below:***

*To be added by corporate team once policy approved and before placing on website*

<b>Policy ref no:</b>	25
<b>Responsible Executive Director:</b>	Deputy Chief Executive / Chief Finance Officer
<b>Author and Job Title:</b>	HR Manager/HR Business Partner
<b>Date Approved:</b>	06 December 2018
<b>Approved by:</b>	Deputy Chief Executive / Chief Finance Officer
<b>Date of next review:</b>	06 December 2021

	Yes/No/NA	Supporting information
Has an Equality Impact Assessment Screening been completed?	Yes	
Has the review taken account of latest Guidance/Legislation?	Yes	
Has legal advice been sought?	No	
Has HR been consulted?	Yes	
Have training issues been addressed?	Yes	
Are there other HR related issues that need to be considered?	No	
Has the policy been reviewed by JCC?	Yes	
Are there financial issues and have they been addressed?	No	
What engagement has there been with patients/members of the public in preparing this policy?	None	Internal
Are there linked policies and procedures?	Yes	AFC Handbook Disciplinary Policy Organisational Change
Has the lead Executive Director approved the policy?	No	
Which Committees have assured the policy?		
Has an implementation plan been provided?		
How will the policy be shared with: <ul style="list-style-type: none"> <li>• Staff?</li> <li>• Patients?</li> <li>• Public?</li> </ul>		
Will an audit trail demonstrating receipt of policy by staff be required; how will this be done?	Yes	

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# Travel and Expenses Policy

## 1. Introduction

Travel is an integral part of the work of many of CCG employees and it is right that expenses incurred in travelling should be reimbursed.

Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook provides for the reimbursement of staff for mileage allowances and subsistence cost. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at [www.nhsemployers.org](http://www.nhsemployers.org) and look for the terms of conditions handbook.

The purpose of this policy is to provide:

- A structured framework to claiming travel expenses
- Practical guidance to staff and managers on process and procedure
- To ensure that travel expenses are claimed in a consistent, accurate and timely way.
- Guidance on mileage allowance

## 2. Purpose and scope

The purpose of this policy and procedure is to outline the rules set out by the CCG for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the organisation.

The primary purpose of travel and subsistence allowances is to reimburse the necessary costs of meals, accommodation and travel arising as a result of official duties away from home.

The rates and conditions are, where appropriate, those set out in the relevant Terms and Conditions Handbooks, or otherwise agreed by the organisation.

The policy seeks to ensure that all employees are aware of how to claim reimbursement for expenditure they have necessarily incurred during the course of their work. It sets out the duty placed upon employees to ensure any claims they make are accurate and legitimate.

Any abuse of this policy will be investigated and may result in disciplinary action being taken.

## 3. Travel for business purposes

### 3.1 Reasonable travel

Employees who are responsible for making decisions regarding business trips should take into consideration the need to travel versus other options



such as telephone/conference calls or video-conferencing, whilst ensuring the delivery of the CCG's business aims.

If travel is required then the most appropriate means and route taken should be considered (car, train, bus etc) to ensure the best value for money to the CCG.

Although not always feasible, the booking of travel (train, bus etc) should be made as early as possible to ensure the best price is obtained.

### **3.2 Car Sharing**

Staff are reminded, when reasonably practicable, to car share when attending the same meeting/training event or travelling to the same location for business purposes to reduce the environmental cost and the cost to the organisation.

### **3.3 Carbon Footprint**

The travel reimbursement guidelines available within the Agenda for Change handbook, discourages excessive travel by employees. The rates of reimbursement are not linked to the engine size of cars, and the guidelines also supports motorcycle and pedal cycle users when their use is efficient and effective use of time and resources.

## **4. Travel Expenses**

### **4.1 Eligible Miles**

Staff will be reimbursed for miles travelled in the performance of their duties for the CCG which are in excess of the home to agreed work base return journey. Eligible miles are normally those travelled from the agreed work base and return. However when the journey starts at a location other than the agreed work base e.g. home, the eligible miles will be as set out in in Section 17 of the Agenda for Change Terms and Conditions.

The e-Expenses system automatically calculates the shortest route for all travel, however if the quickest route is chosen in the interests of efficiency of the organisation or unavoidable travel delays, detour miles can be selected but will be liable to approval by authorising manager.

### **4.2 Car Allowance**

All car mileage will be reimbursed at one of two Standard Rates for car drivers registered with the CCG regardless of the vehicle size. The mileage rate is dependent on car usage (see Agenda for Change).

### **4.3 Reserve Rate**

Any member of staff who does not register their vehicle with the CCG will be reimbursed at the Reserve Rate for any mileage claimed. The reserve rate is also implemented for specific reasons for travel such as – excess mileage

due to NHS merger or organisational change, temporary moves or secondment attending training courses or for call out.

#### **4.4 Lease Cars**

For former NHS employer/organisation Lease Cars that transferred to a CCG on 1st April 2013 the mileage rate will be that at the point of transfer until the scheme expires. For Lease Cars from 1st April 2013 see the Agenda for Change Handbook

#### **4.5 Motorcycle Allowance**

Members of staff using a motorcycle for official journeys will be reimbursed a mileage rate as set out in the Agenda for Change Handbook.

#### **4.6 Passenger Allowance**

When members of staff travel together on CCG business and separate claims would otherwise be made, the driver may claim a passenger allowance as set out in the Agenda for Change Handbook. The name and designation of all passengers must be shown on the claim form. Passenger allowance is not payable to lease car drivers.

#### **4.7 Pedal Cycles**

Members of staff using a pedal cycle for official journeys will be reimbursed a mileage rate as set out in the Agenda for Change Handbook.

#### **4.8 Other Allowances**

Staff will be reimbursed the reasonable parking, garage, toll and ferry costs when on CCG Business on production of a valid parking receipt.

#### **4.9 Call Out**

Any member of staff called out to return to work following the normal completion of their shift will be paid at the Reserve Rate.

#### **4.10 Training Courses/ Conferences/ Events**

All employees attending manager approved training courses, conferences or events are eligible to claim mileage over and above home to work mileage on the Standard Rate. Course trainers providing training at a base other than their normal work base will claim mileage over and above home to work mileage on the rate that they are registered to receive.

#### **4.11 Excess Mileage**

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer.

Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Excess Travel Authorisation Form in order that the new mileages may be calculated and adjusted accordingly.

### **4.12 Bulky Equipment**

Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car, an allowance will be paid for journeys on which the equipment is carried. (The equipment must be either of a weight that is unreasonable to be carried or alter the seating capacity of the vehicle). Refer to the Agenda for Change Handbook for current rates.

### **4.13 Public Transport**

If an employee uses public transport for business purposes the cost of bus fares and standard rail fares will be reimbursed.

### **4.14 Subsistence**

Any member of staff who is required to be away from home for business purposes may claim for additional costs that are incurred. Refer Agenda for Change Handbook for maximum reimbursement limits. Claims will be reimbursed on the basis of original receipts that must be attached to all claims. Copy receipts are acceptable if agreed by the manager but these payments will be subject to income tax deductions. The organisation will not pay for the cost of any alcoholic beverages.

### **4.15 Overnight Accommodation**

If a member of staff stays overnight in a hotel, or other similar accommodation, for business purposes that have been approved by their manager, the overnight costs, for bed and breakfast, will be reimbursed. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure that these are approved by the line manager prior to the expenditure being incurred. Any claims that exceed the agreed limit must be clearly noted to show that prior approval for the expenditure has been given. The cost of up to two further day time meals may be reimbursed in any 24 hours, up to the maximum of the appropriate meals allowance as detailed in the Agenda for Change Handbook.

### **4.16 Rail and Air Travel**

Tickets should be procured as economically as possible. All reservations should be booked through Directorate Administrative Support.



#### **4.17 Sundry Expenses**

In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which may be required in order to carry out their duties.

Prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The Clinical Commissioning Group would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

#### **4.18 Eye Tests**

The employee must ensure that it can be ascertained from the receipts what is to be refunded (e.g. if designer frames have been purchased, the receipt should show what it would have cost for basic frames and lenses as this is the amount up to £75 that the organisation will refund to the employee should the glasses be work use only).

### **5. Other Expenses**

#### **5.1 Expenses of candidate for appointment**

Agreement to pay candidates interview expenses must be approved with the recruiting officer prior to interview. Please refer to the CCG's Recruitment and Selection Policy.

#### **5.2 Relocation Expenses**

Please refer to the CCG's Recruitment and Selection Policy.

### **6. Procedure**

#### **6.1 Travel and Expenses on-line claims**

All expenses should be claimed using the E-Expenses System. Travel and expense claims are administered by North Bristol NHS Trust (NBT) Payroll Department.

Employees will be able to process all their business expenses through the online Expenses Management System provided by Software Europe.

To access the online system please visit [www.sel-expenses.com](http://www.sel-expenses.com)

## **6.2 NHS Duty of Care Obligations**

The NHS has a duty of Care obligation to all of its employees. To ensure compliance of this Duty of Care and to make sure this obligation is fulfilled all employees who are required to use their own vehicle and/ or wish to claim for expenses for business purposes will have to provide the following documentation, details of which will be stored within the e-Expenses system:

- Driving Licence – paper and photo card parts are required
- Car Insurance – to include business
- Car Tax – online confirmation
- MOT
- Completed registration form

Managing the duty of care to employees driving for work is a legal requirement and this includes employees driving their own vehicles for work. The Health & Safety at Work Act 1974 states that: “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.” This means that:

- Both management and employees can be prosecuted for road traffic crashes involving work-related journeys, even when the driver is using their own vehicle
- Under HSE regulations, there is a requirement for any organisation employing five or more people to have a written policy statement on health and safety, and this should cover work-related road safety
- In the case of a work-related road incident, organisations will need to provide evidence that they have taken ‘reasonably practicable’ steps to manage their duty of care.

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force in April 2008 and created a new offence where death is caused by a gross breach of duty of care by senior management.

## **6.3 Methods of Payment**

Expenses payments will be made monthly with salary payments. All completed claim forms should be submitted on-line using the e-Expenses system no later usually by the 5th working day of the month following the claim, to ensure payment in the next month’s salary. Payment will be withheld or delayed if the necessary documentation is not completed and appropriate procedures followed. It is the manager’s/budget holder’s responsibility to ensure that staff are made aware of the correct procedure to follow for the claiming of expenses.

All claims should be made within 3 months of the expense taking place. Failure to do so may result in the claim being forfeited. The Chief Financial Officer will make a decision based on the facts available and their decision shall be final.

The CCG is committed to reimbursing legitimate claims that meet the

criteria within this policy for travel and expenses. Any claims found to have been falsified or inflated in any way will be investigated and may result in disciplinary action being taken.

#### **6.4 On-line E-Expenses**

Expenses payments will only be authorised if they are submitted on-line using the e-Expenses system supported by original receipts (except for mileage).

#### **6.5 Authorisation**

Only claims signed off by an authorising manager via the e-Expenses system will be processed for payment.

#### **6.6 Exemptions**

There will be no reimbursement of:

- Parking fines
- Speeding fines
- Vehicle running costs or additional personal motoring costs, (the mileage allowance is set at a level to include this).

It is an offence under the Road Traffic Act to use a handheld mobile phone whilst driving. Using a handheld mobile phone whilst driving on CCG business is not permitted and employees are asked to refrain from using hands-free mobile phone sets.

### **7. Duties and Responsibilities**

All employees have a responsibility for ensuring that their travel and expense claims are accurate and comply with this policy. In signing a travel claim they are confirming that the information in it is correct. Falsely claiming travel and other expenses to which they are not entitled is fraudulent, and will result in criminal and/or disciplinary action being taken.

### **8. Training Requirements**

Training and support will be available to all line managers in the implementation and application of this policy.

### **9. Equality Impact Assessment**

All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. The Act prohibits discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. It also means that each manager or member of staff involved in implementing the

policy must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between those who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Document Lead (author) who will then actively respond to the enquiry.

## **10. Monitoring compliance and effectiveness**

This policy will be reviewed every 3 years but can be reviewed at any time if the CCG deems it necessary to do so or a review is requested by management or staff.

## **11. Counter fraud**

The CCG is committed to reducing fraud in the NHS to a minimum, keeping it at that level and putting funds stolen through fraud back into patient care. Therefore, we have given consideration to fraud and corruption that may occur in this area and our responses to these acts during the development of this policy document.

## **12. References, acknowledgements and associated documents**

Disciplinary Policy

Organisational Change

## **13. Appendices**

### **13.1. Equality Impact Assessment**

### **13.2. Implementation plan**

### 13.1 Equality Impact Assessment

Equality Impact Assessment Screening		
Query	Response	
What is the aim of the document?	<p>The purpose of this policy is to provide : -</p> <ul style="list-style-type: none"> <li>• A structured framework to claiming travel expenses</li> <li>• Practical guidance to staff and managers on process and procedure</li> <li>• To ensure that travel expenses are claimed in a consistent, accurate and timely way.</li> <li>• Guidance on mileage allowance</li> </ul>	
Who is the target audience of the document (which staff groups)?	All staff	
Who is it likely to impact on and how?	Staff	Yes – the claiming of appropriate expenses and consistent approval
	Patients	No
	Visitors	No
	Carers	No
	Other – governors, volunteers etc	Yes
Does the document affect one group more or less favourably than another based on the 'protected characteristics' in the Equality Act 2010:	Age (younger and older people)	no
	Disability (includes physical and sensory impairments, learning disabilities, mental health)	The policy does not acknowledge the specific needs of disabled employees
	Gender (men or women)	no
	Pregnancy and maternity	no
	Race (includes ethnicity as well as gypsy travellers)	no

	Sexual Orientation (lesbian, gay and bisexual people)	no
	Transgender people	no
	Groups at risk of stigma or social exclusion (e.g. offenders, homeless people)	no
	Human Rights (particularly rights to privacy, dignity, liberty and non-degrading treatment)	no



## 13.2 Implementation Plan

Target Group	Implementation or Training objective	Method	Lead	Target start date	Target End date	Resources Required
Governing Body	Ensure GB is aware of CCG's responsibilities for implementation and monitoring of HR Policies	Cover paper to the policies to be presented to the Governing Body	HR Business Partner	1 January 2019	28 February 2019	staff time, governing body time
Executive Directors	Ensure awareness of responsibilities of CCG process to ensure compliance Individual Executive Director responsibilities Directorate Responsibilities	<p>Ensure systems are in place to implement relevant policies in their areas</p> <p>Discussion/bite size workshop on overview of policies with Individual Directors</p> <p>Launch of Policies at SMT</p> <p>Launch of Policies through Directorate meetings/briefings</p> <p>To ensure the provision of advice, guidance and support to Directors in the operation of HR policies.</p> <p>Ensure systems exist to identify staff training needs on the implementation of new and updated policies</p>	HR Business Partner	1 February 2019	31 March 2019	staff time, executive director time
Managers	Ensure awareness of CCG process and roles	<p>Ensure staff have read and understood the relevant policies, strategies and procedures.</p> <p>Ensure policies and procedures are accessible for all their staff on the Hub</p> <p>Ensure systems exist to identify staff training needs on the implementation of new and updated policies</p>	HR Manager/ Learning and Development Manager	9 <sup>th</sup> January 2019	31 March 2019	staff time, training room resources



## Travel and Expenses Policy

		<p>Specific training sessions and 1:1 support to be provided, including awareness of the application of HR policies.</p> <p>Implementation of training workshops for Line Managers.</p>				
All Staff	Ensure awareness of CCG processes and procedures	<p>Information about the policy and CCG processes to be placed on the Hub/Consult HR platforms and to familiarise themselves with this policy and the how it may impact upon them.</p> <p>Ensure a system is in place for policies to be placed on the intranet</p> <p>Information about the policy and CCG process to be communicated through the Voice</p> <p>Awareness raising item at individual Directorate/Directorate SMT and team meetings</p>	<p>HR Business Partner/HR Manager/Comms</p> <p>Corporate Team/Comms Team</p> <p>Comms Team</p> <p>Executive Directors/Senior Managers</p>	1 January 2019	31 March 2019	staff time,







**Bristol, North Somerset  
and South Gloucestershire**  
Clinical Commissioning Group

